



# MERCER ISLAND HIGH SCHOOL

DATE:

TO: Athletic Director, Mercer Island High School

FROM: \_\_\_\_\_

RE: **Permission to serve as Volunteer Coach**

### Note of Request

I request permission to serve as a high school volunteer coach. I have talked with the head coach who has given me his/her permission. I realize that I cannot officially assume any coaching duties or functions until the Mercer Island School District approves this request. I will comply with all Mercer Island School District rules and regulations while serving as a volunteer coach

Signature of Volunteer Coach \_\_\_\_\_

Signature of Head Coach \_\_\_\_\_

Sport(s) interested in working with: \_\_\_\_\_

Year: \_\_\_\_\_

### **Personal Information of Volunteer Coach:**

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Certifications:** First Aid Copy Included \_\_\_\_\_ Expiration Date \_\_\_\_\_

CPR/AED Copy Included \_\_\_\_\_ Expiration Date \_\_\_\_\_

Concussion Quiz Copy Included \_\_\_\_\_

**Also needed:** Driver's License Copy Included \_\_\_\_\_

Please review the rest of the packet and return to the Athletic Department for processing and approval along with:

- WSP Background Check Form (attached)

## **FOR HEAD COACHES ON THE SELECTION OF VOLUNTEER COACHES**

The following are suggestions to keep in mind when selecting volunteer coaches (no relative importance is intended in the order ):

1. Has had playing experience in the sport applying for at least at the high school level.
2. Has good working knowledge of the sport.
3. Has had coaching experience; i.e., Little League, Boys & Girls club, etc.
4. Has a positive and healthy attitude toward athletics that is appropriate for this level of coaching.
5. Possesses qualities indicating he/she will be a good teacher of the sport and will relate well with young people.
6. Exhibits willingness to learn and improve as a coach.
7. Is a good listener, someone who is willing to follow directions.
8. Is willing to work on a regular basis as/ a volunteer coach and understands the possible hours involved.
9. Understands and accepts the responsibilities and limitations as a volunteer coach.
10. Is loyal to you, your program, and your philosophy.

## **PROCEDURES FOR THE VOLUNTEER COACH**

1. The volunteer must be approved by the Athletic Director upon the recommendation of the head coach – and must complete the coach's volunteer information material in its entirety.
2. The volunteer will be the responsibility of the head coach, and always under the supervision of a regular member of the coaching staff during practices and games.
3. The coach must abide by the regulations of the Mercer Island School District and uphold the district and state policies relating to athletics.
4. The volunteer may assist a team coach at games, both home and away.
5. Being a volunteer will not guarantee future employment as a coach at this school.
6. A volunteer does not have to be a district employee.
7. Volunteer are not to be used as a replacement for a vacant position on the coaching staff.
8. Volunteers must be qualified to help in the particular sport.
9. The services of the volunteer coach may be terminated at any time by the head coach, the athletic director, or the principal, in consultation with the others.
10. The head coach of the sport will be responsible to orient the volunteer with the school, league, district, and WIAA rules and policies that relate to athletics. The volunteer coach will need to understand and work to accumulate clock hours if they are to keep coaching (see attached sheet.)
11. No school district or ASB funds may be expended for volunteer coaches in lieu of salary.
12. It is intended that volunteer assistance is on a one year, one sports season basis.



### BACKGROUND CHECK FORM

This form must be completed annually before coaches, vendors, volunteers or parent volunteers work with our children. A copy of positive photo identification must be **attached** (driver's license, passport, etc.). The following information must be completed prior to a final agreement for employment or volunteer work at the Mercer Island School District. Please respond and sign the acknowledgement below that a **Washington State Patrol Background Inquiry** will be made.

Please PRINT your name: \_\_\_\_\_  
First Middle Last

Date of birth (in the form mm/dd/yyyy): \_\_\_\_\_ Email: \_\_\_\_\_

Your home address: \_\_\_\_\_

Your home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Class or Activity: \_\_\_\_\_ School(s) \_\_\_\_\_

Please answer the following questions. If you check "yes" to any questions, please explain through attachment.

#### HAVE YOU BEEN:

1.

Convicted of any crime against children or other persons? No  Yes

2.

Convicted of crimes relating to financial exploitation if the victim was a vulnerable adult? No  Yes

3.

Convicted of crimes related to drugs as defined in RCW 43.43.830? No  Yes

4.

Found in any dependency action under RCW 13.13.040 to have sexually assaulted or exploited any minor or to have physically abused any minor? No  Yes

5.

Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor? No  Yes

6.

Found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult? No  Yes

7.

Found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?

No  Yes

*I swear, under penalty of perjury, that the information I have provided herein is true and complete. Further, I authorize Mercer Island School District authorities to make a Washington State Patrol Background Check of my person.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Coach  Parent  Vendor  Volunteer (check one)

Will this person have unsupervised access to children under 16 years of age? No  Yes

WATCH WATCH+Fingerprints

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Administrator/Designee

Watch Check \_\_\_\_\_

WSP/FBI \_\_\_\_\_



## Purpose and Goals, and Coaching Code of Ethics

### **WIAA Mission Statement**

#### **MISSION STATEMENT**

The Washington Interscholastic Activities Association exists to assist member schools in operating student programs that foster achievement, respect, equity, enthusiasm and excellence in a safe and organized environment.

The indicators to determine satisfactory progress toward achieving the mission shall be:

1. At least 80 percent of all students within a member school will be active participants in at least one (1) activity annually.
2. Public understanding and support of the value of interscholastic activities and athletics in education will be increased.
3. All member schools will implement a written plan to address citizenship.
4. All member schools will employ competent, caring and knowledgeable coaches.
5. Achievement and excellence will be recognized.

#### **Purpose and Goals**

**PURPOSE OF THE ASSOCIATION** - This Association shall plan, supervise and administer the interscholastic activities approved and delegated by the school districts boards of directors.

**GOALS OF THE ASSOCIATION** - To this end this Association shall:

- 2.2.1 Recognize that the primary responsibility of secondary schools is to educate youth;
- 2.2.2 Establish standards to insure the safety, health and general welfare of all participants;
- 2.2.3 Protect students, schools and personnel from exploitation by special interest groups;
- 2.2.4 Emphasize interscholastic activities as an integral part of the total educational process;
- 2.2.5 Formulate and maintain policies which will cultivate the ideals of good sportsmanship;
- 2.2.6 Design all activities to provide for fair and equal opportunities for all participants;
- 2.2.7 Promote uniformity of standards in interscholastic activities;
- 2.2.8 Provide a clear channel of communication for member school districts;
- 2.2.9 Recognize excellence in performance as a result of training and practice in the competitive process.
- 2.2.10 Encourage and promote diversity of its membership at all levels of the Association.

## **C o a c h i n g   C o d e   o f   E t h i c s**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors:

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

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# Coaching STANDARDS

## WIAA COACHING STANDARDS PROGRAM OVERVIEW

**Purpose:** The purpose of the WIAA Coaching Standards program is to enhance the training of student-athletes by assuring that their coaches maintain a certain level of professional development throughout their careers.

**Requirements:** A coach is required, prior to the beginning of his/her third year of coaching, to 1) complete the NFHS Coaching Principles Course OR 2) participate in at least thirty (30) hours of activities, courses or programs that provide some level of professional development for the coach. After achieving this, paid high school coaches are required to maintain a minimum of fifteen (15) hours of professional development activities each three year period following the initial two year cycle. Individuals who graduate from an accredited college or university with a P.E. or coaching major or minor (or hold a P.E. endorsement on his/her teaching certificate) are exempt from the initial 30 hour requirement.

In addition to meeting the above requirements, each coach must also maintain a current CPR/First Aid card (and Red Cross Safety Training for Swim Coaches), a Washington State Patrol criminal background check, an [OSPI Character/Fitness Supplement](#), be 21 years of age if head coach, 19 years if assistant coach, and attend a WIAA/WOA Rules Clinic if a high school varsity head coach.

**Qualifying activities:** WIAA only maintains standards in terms of the number of hours required; beyond that it is up to the administration of the member schools to determine which activities qualify toward the 30/15 hour marks (aside from the aforementioned Coaching Principles Course, which automatically qualifies for the middle level mark and counts toward initial or continuing high school standards). The types of activities that are typically qualified toward the coaching hours requirements include, but are not limited to, the following:

- WIAA Rules Clinics
- League Coaches Meetings
- Chemical Awareness Training
- Sports Psychology Courses
- CPR/First Aid Training
- In-School Coaching Staffing
- WIAA/School Policy Review
- Injury prevention/rehab course
- Sport Specific Clinics
- Liability Training
- Coaching roundtables
- Motivation training

**Documentation:** Each year, every WIAA member school is required to file with the WIAA office an overview of compliance for each coach, paid and volunteer, that coaches for that school. Each coach is required to maintain his/her own records of activities taken to meet the hour requirements and provide a copy of such documentation to the school for compliance records.

**School standards:** Each school must have at least 80% of its coaching staff in compliance with the above-stated requirements in order for that school to meet WIAA compliance. Each school must also provide a plan to attain 100% compliance. For schools not in compliance, a progressive penalty is incurred. For full text of the WIAA regulations regarding coaching standards, [click here](#).

**For more information, visit the following WIAA Coaching Standards pages:**

- [Coaching Standards - Frequently Asked Questions](#)
- [Coaching Standards - Recordkeeping](#)
- [Coaching Education Hours and Clock Hours...What's The Difference?](#)
- [List of WIAA Approved Clock Hour Courses Open for Registration](#)
- [Coaching Hour Activity Forum](#)

Visit [Educational Resources](#) for information on their "Achieving Peak Performance" course...instructed by Washington Athletic Administrators!